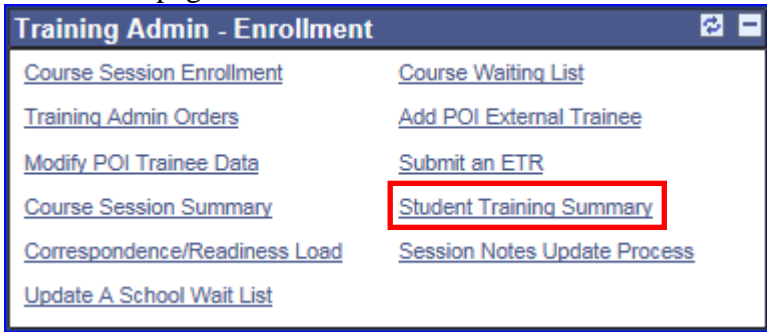
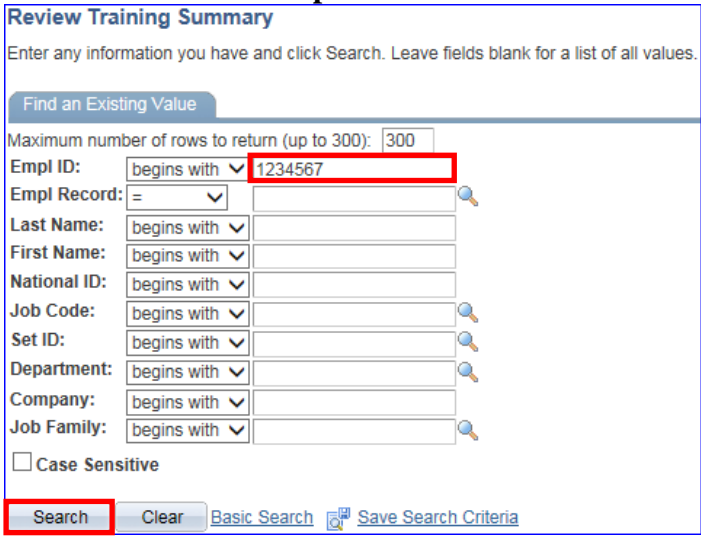


# Viewing a Training Summary

**Introduction** This guide provides the procedures for viewing a member's Training Summary in Direct Access. This information can also be found in the CG Member Info Report.

**Procedures** See below.

| Step | Action   |
|------|--|
| 1    | <p>Select the <b>Student Training Summary</b> link from the Training Admin – Enrollment pagelet.</p>  |
| 2    | <p>Enter the member's <b>Empl ID</b> and hit <b>Search</b>.</p>                                      |

*Continued on next page*

## Viewing a Training Summary, Continued

Procedures,  
continued

Step

3

Action



The member's **Training Summary** will display. Click **Return to Search** to view the next member's training summary.

Review Training Summary


Jimmy Fallon

Person ID: 1234567


Training Summary


Customize | Find | View All |   First 1-8 of 8 Last

Session

Status 

| Course | Title                          | Session Number | Start Date | End Date   |
|--------|--------------------------------|----------------|------------|------------|
| 230140 | INSTRUCTOR DEVELOPMENT COURSE  | 0370           | 11/16/2015 | 11/20/2015 |
| 340720 | LEADERSHIP & MANAGEMENT SCHOOL | 1024           | 05/18/2009 | 05/22/2009 |
| 501275 | SUBSTANCE ABUSE FREE ENV AWAR  | 0135           | 11/15/2005 | 11/15/2005 |
| 501275 | SUSTANCE ABUSE FREE ENVIRON AW | 0033           | 02/22/2005 | 02/23/2005 |
| 210200 | YEOMAN                         | 0038           | 01/26/2004 | 03/05/2004 |
| 400469 | CR/HRA SEXUAL HARASSMENT PREV  |                | 09/08/2003 | 09/08/2003 |
| 500201 | CR/HRA BASIC HUMAN AWARENESS ( |                | 09/08/2003 | 09/08/2003 |
| 566666 | CAPE MAY RECRUIT               |                | 08/19/2003 | 10/10/2003 |

 Return to Search

 Notify